



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

DATE: September 20, 2007

TO: Local Educational Agencies (LEAs) Participating or Considering Participating in the Provision 2 Program

FROM: Christine Emerson, School Nutrition Programs Director

SUBJECT: Method for Determining Provision 2 Base Year Percentages

The Provision 2 Program is an optional program for Local Educational Agencies (LEAs) participating in the School Nutrition Programs. It eases the burden of paperwork by reducing counting and claiming requirements and eliminating the need for free and reduced-price applications and their associated activities after the base year. This memorandum serves to inform LEAs participating or considering participating in the Provision 2 Program the method by which Montana School Nutrition Programs determines base year percentages.

To determine each school's (site's) annual claiming percentages, the Office of Public Instruction (OPI) School Nutrition Programs will add the base year meals together by type as reported in each school's (site's) monthly claims for reimbursement during the base year. These totals are converted to annual claiming percentages for each school (site).

The **Annual Claiming Percentages** form (attached) will be completed by OPI School Nutrition Programs for breakfast and lunch, as applicable, for each school (site). A copy of this form will be provided for the LEA at the end of the base year. Percentages are rounded to four decimal places. Provision 2 schools in non-base years **apply these claiming percentages to each month's total meal count to determine the number of meals to claim in the free, reduced-price, and paid categories.** A Microsoft Excel spreadsheet will be developed by the School Nutrition Programs' accountant and will be sent to the LEA. This spreadsheet should be used when calculating monthly claims in non-base years.

After the first four years of participation in the Provision 2 Program (the base year plus three non-base years), LEAs may apply for a four-year extension. Four-year extensions are granted to LEAs that can show that the economic status of the area did not improve by more than 5 percent. Schools that choose an extension rather than completing another base year use the same claiming percentages during the four-year extension as was determined during the base year.

If you have any questions or would like more information about the Provision 2 Program, please contact School Nutrition Programs at (406) 444-2501.

Attachment

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."